

Attendance Reference Sheet for Teachers

eLearning Phase 2 from home and at school

Students eLearning from Home (remote eLearning)

Attendance Code:	When to use the code:
H = Home (Present Remotely)	<ul style="list-style-type: none"> ➤ This new code counts students as present. ➤ Use this code for any student learning off-campus, without supervision from school staff. <p>Note: Students signed up to attend in-person who are not at school <u>and</u> learning remotely during the scheduled class time are “H” (present remotely).</p>
AU = Absent Unexcused	<p>Students who have had zero presence during the scheduled class are Absent, Unexcused by the teacher.</p> <p>Parents must report the reason for absence to initiate a change to excused absence by the attendance clerk.</p>
PN = Present, Not in Class	<p>Students with <u>extenuating circumstances</u> (that have been communicated to school staff) and are participating outside of scheduled class time on the day. Change from AU when alternative evidence of presence is observable.</p>

Students eLearning at School

Attendance Code:	When to use the code:
P = Present	<ul style="list-style-type: none"> ➤ This code still counts students as Present. ➤ Use this code for any student learning on-campus. ➤ Overflow Room: When a student must be in an overflow room to accommodate social distancing, use “P” and add a comment in the Quick Attendance view indicating “Overflow room.”
H = Home (Present Remotely)	<p>A student who is expected to attend in-person but is not at school and attends virtually during the scheduled class time.</p> <p>Note: Parents are expected to communicate the reason the student is learning from home to school staff.</p>
AU = Absent Unexcused	<p>Students who have had zero presence during the scheduled class are Absent, Unexcused by the teacher.</p> <p>Parents must report the reason for absence to initiate a change to excused absence by the attendance clerk.</p>
PN = Present, Not in Class	<p>If a student is on-campus with another teacher (staff member), use this code and add a note in the Comment Box to indicate the student's location.</p>